

## **RECREATION LEADER I**

### **DISTINGUISHING FEATURES**

The fundamental reason the Recreation Leader I exists is to assist in various recreation programs at an assigned recreation facility the Community Services Department. This classification is not supervisory. Work is performed under close supervision by a Recreation Coordinator. The Recreation Leader I is distinguished from the Recreation Leader II by the former being an recreation entry level position.

### **ESSENTIAL FUNCTIONS**

Assists a Recreation Leader II in planning and conducting recreational activities and organizing games for children of all ages and adults at a recreation facility; assists with arts and crafts activities.

Enforces and explains policies and procedures to park patrons in all areas of the park; handles complaints; observes patrons in the parks including the building facility; physically moves around in all areas of the over rough uneven terrain; observes patron/program participants' behavior and safety hazards of the grounds/facility. Polices sites, picking up paper and trash.

Completes written reports; maintains written records of accidents and other incidents that occur on the park grounds or in the Recreation facilities; notifies supervisor .

Performs routine clerical functions such as delivering flyers and answering phones or general office work.

Puts out bases for ballfield reservations and turns on lights. Sets up apparatus and other equipment and issues supplies. Lifts, carries and sets up tables, chairs, sound and lighting equipment, craft and art materials, recreation equipment and other equipment (weighing up to 80 pounds) in classrooms for classes.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Ability to:

Conduct various recreation activities.

Effectively communicate in a positive manner with all age groups.

Maintain discipline communicating park rules.

Effectively communicate with park patrons when handling complaints and violations of park rules.

Establishes and maintains effective working relationships with the general public and fellow employees.

Successfully complete driving training and safety classes.

Produce quality written or typed documents.

Operate a variety of standard office equipment including a personal computer and related software, telephone, copier and fax machine.

Move objects 20-50 pounds long distance (greater than 20 ft.), such as setting up tables, sound and lighting equipment, booth frames, etc.

Work in a variety of weather conditions with exposure to the elements.

Work days, evenings, weekends and holidays.

Follow departmental dress and appearance standards related to clothing style, displaying tattoos, pierced body parts, hair color and style.

Maintain regular consistent attendance and punctuality.

Understand and follow oral and written instruction.

**Education & Experience**

Any combination of education and experience which provides the knowledge, skills, and abilities to perform the work. Previous recreation experience is desirable. Some positions will require having a current, valid driver's license and no major driving citations in the last 39 months

FLSA Status: Non-exempt

HR Ordinance Status: Part-time